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TRAINING

Canada, Rehabilitation
" Information Committee

Vocational Training on camp street-
General publications 7 G-77



VOCATIONAL

★ ON CIVVY STREET

GETTING BACK into civvies means something just a bit different to every rating, every soldier, and every airman.

After discharge, some will be setting up in business or returning to the farm; a few will go back to their studies.


But for the vast majority, "rehabilitation" means one idea more than any other—a regular job, at a fair wage.

What "Vocational

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Training” is 



A good many of the jobs in modern enterprise—factories, shops, offices, mills, forests, mines—are open only to those who have a certain amount of skill. Sometimes that skill comes only after long experience at the trade. But in a great many cases, with proper instruction and the required effort on your own part, in a relatively short time you can learn most of what you need to give you a good start. Technical or trade training that prepares you directly for employment, is called "Vocational Training".

Does It Concern You?

RETURNING TO YOUR FORMER EMPLOYER?

RETURNING TO YOUR PRE-WAR OCCUPATION?

HEADING STRAIGHT FOR A PRE-ARRANGED JOB?

If you are in one of these groups, you may be interested in Vocational Training, or you may not; so, more about you later. But **IF YOU ARE NOT IN ONE OF THESE GROUPS, IT IS YOU WHO STAND TO BENEFIT MOST** from the training opportunities available under the Rehabilitation Program.

Vocational Training for the Veteran

Usually, what you were doing while in uniform will have little immediate connection with the way you will earn your living after discharge. There are no air gunners, no A.B.'s, and no P.B.I. in

civilian life. While you served, you lost important years during which you could have been making yourself more valuable to a civilian employer. Now you want the opportunity to make up for lost time. It is that opportunity that is given by the Vocational Training program.

Of course, if you received and used a trade course in the Services, or if the Army found a place for your civilian trade, the chances are that your technical Service experience will be a springboard to civilian employment. This whole subject—the civilian use of Service training—is being studied by the Royal Commission on Veterans' Qualifications.

How You May Train

All jobs do not call for exactly the same type of training. Nor are the vocational needs of every veteran the same. For these reasons, training is provided in a variety of ways:

"TRAINING ON THE JOB"—Instruction and a job go hand-in-hand.

TRAINING IN VOCATIONAL CLASSES—Where both theory and practice are taught.

APPRENTICESHIP TRAINING—To qualify for the standard trades where entrance is via apprenticeship.

PRE-MATRICULATION COURSES—Where the job or further training requires matric. standing.

CORRESPONDENCE, PART-TIME AND EVENING COURSES—For employed persons.

Each of these methods will be dealt with in greater detail later.

While You Train

While you are training, your earning capacity is limited, at least to some extent. The Post-Discharge Re-establishment Order therefore provides certain standard Vocational Training Grants, which are payable to you and your family while you are taking approved training. These standard grants are listed in BRACKET 1, and on them are based all monetary benefits for vocational or technical training under the rehabilitation training program.

VOCATIONAL TRAINING GRANTS

FULL-TIME TRAINING IN CLASSES

If You Are Married \$80 a month

(With additional allowances for children)

One — \$12 a month
Two — 24 a month
Three — 34 a month

Four — \$42 a month
Five — 50 a month
Six — 58 a month

If You Are Single \$60 a month

Additional allowance for a dependent parent \$15 a month

PERSONAL INCOME — *These grants will not be reduced unless part-time earnings or other income exceeds \$40 a month.*

FOR HOW LONG? — *12 months is the normal maximum. In no case can benefits be paid for longer than your period of service in the Forces.*

Application must be made within one year of discharge or within one year after an official date to be announced by the Government, whichever is later. You apply to the District Rehabilitation Board, at the nearest office of the Department of Veterans Affairs.

MEN AND WOMEN ARE ELIGIBLE EQUALLY



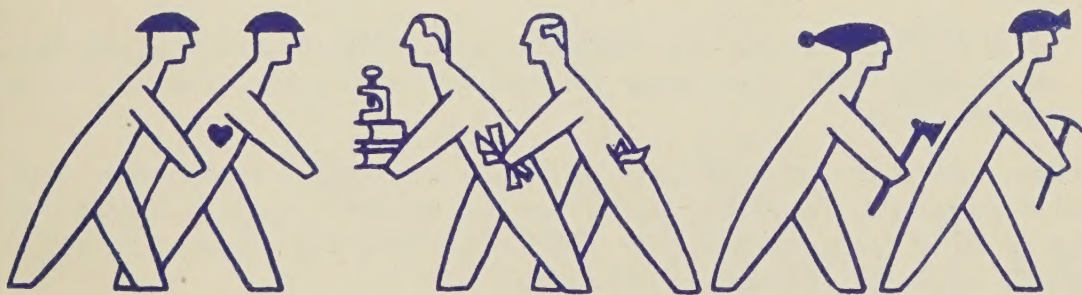
Canadian Vocational Training - "C.V.T."

During the war, and even before 1939, it became the practice for the Dominion Department of Labour and the various Provincial Governments to co-operate in offering training facilities for various groups of persons. The general practice was for the Dominion Government to offer financial assistance, while the Provincial educational authorities supplied the actual courses and the teaching staff.

This policy of co-operation has resulted in a Dominion-wide organization known as Canadian Vocational Training (popularly called "C.V.T."). It now has behind it seven years' experience in instructing pre-war youth, war workers, as well as trades trainees for the Armed Forces. This pattern of experience is now at the disposal of the veteran, for his Vocational Training.

Looking Ahead

Let's jump ahead to that happy day when you are all ready to step out of uniform. During the discharge procedure, you will have an opportunity to discuss your plans. Afterwards, if you decide to apply for training, you can talk things over with the Occupational Counsellor of the Department of Veterans Affairs. If you have some ideas of your own, he can come in mighty handy. His job is to help you; but all that counselling can do is give you the information, and not the answers. It's your future, and you will want your say in deciding it. So how about a closer look at the different ways training is available?



Training on the Job

"Training on the job" is provided in the many occupations where classroom instruction is not convenient or where experience is the best teacher. Employers are often willing to take on a man and train him right on the job, with the idea of keeping him as a regular employee. "C.V.T." has a field staff which keeps posted on training opportunities of this type in the shops, offices, mills, and factories. The "trainee" will be considered as a regular employee from the start. Only where the employer lacks the facilities for proper training may all or any part of it be given in some other plant.

HOW IT IS DONE. A signed agreement is drawn up between the employer, the Department of Veterans Affairs, and C.V.T. The agreement is for a specified period, usually between one month and one year; the veteran may be withdrawn at any time if the arrangement does not work out well. C.V.T. supervisors visit the shops and offices to ensure progress.

YOUR BENEFITS. Most important of all, you get training. But you also receive financial help. Your employer pays you what you are worth to him at any particular stage of your skill, as approved by the Dominion Labour Department. The Department of Veterans Affairs ("D.V.A.") may, out of the training allowance to which you are entitled, pay you an additional sum. In so doing, D.V.A. is guided by two principles:

D.V.A.'s payment cannot exceed the normal training grants to which you are entitled (BRACKET 1). A deduction from this grant will be made for anything the employer pays you over \$40 a month; and

A D.V.A. grant will not normally raise your combined wage-plus-grant above 80% of the wage you will be earning after your training period is over.

Thus, where the job will later pay \$125 a month, a single man with no dependents would be eligible for a combined wage-plus-grant of up to \$100 (that is, \$40 plus \$60) while training. Special arrangements apply in the case of pensioners.

Training in Classes

Through C.V.T., full-time technical and commercial classes are available in a variety of subjects. These trade courses come in concentrated, time-saving doses. And they are quite a different proposition from just going back to school! You will be working and studying with a group made up almost entirely of veterans like yourself, not a bunch of high school kids. For an approved course, this is what you can get:

TRAINING . . . for an occupation that gives reasonable promise of peacetime employment. Courses are given at special centres operated for C.V.T. by the Provincial Governments, at private trade schools or business colleges, or in special classes conducted in Provincial or municipal vocational schools.

YOUR FEES. Tuition fees and other standard costs of the course will be paid.

A LIVING ALLOWANCE. A monthly training grant (See BRACKET 1); plus an additional \$5 per week, if you are the head of a family and must study away from home.

TRAVELLING EXPENSES. One return fare, to the city where the training centre is located, and back to your home.

THE PROCEDURE. The D.V.A. Occupational Counsellor can give you the details on exactly what training classes are available and



suitable. It is up to the District Rehabilitation Board, D.V.A., to approve your course and decide the period during which grants will be paid. The Board will then inform you of the details of the training approved. C.V.T. provides your course, either in one of its own training centres or in some other school.

Courses generally are completed in less than twelve months. In no case can they exceed your period of service. The course must be long enough, within these limits, to give you reasonable proficiency in the occupation concerned, or the training will not be approved.

A few weeks before your training is completed, your name—and the date at which you will be available for a job—will be forwarded to the local office of the National Employment Service.

Apprenticeship Training

The idea of apprenticeship training is familiar to most of us. It applies in certain established trades, where entry comes only after a number of years as an "apprentice" or learner. The system operates under the Apprenticeship Acts of the various provinces. Agreements between the Dominion Department of Labour and most of the provinces, provide for Dominion financial assistance to these apprenticeship training programs. All agreements require that the veteran be given special consideration.

Practically all Apprenticeship Acts apply to the motor mechanic and building trades. From there on, the individual Provinces show a good deal of variety. In any one of the authorized trades, an apprentice signs a contract either with an individual employer, with an industry, or with a Provincial Apprenticeship Board. The employer makes himself responsible for the apprentice's training during a specified period of time. Job experience may be only one part of the training. In most cases, there is also technical instruction in classes. Full journeyman's status comes with successful completion of the period of apprenticeship.

THE PROCEDURE. First of all, you will see the Occupational Counsellor, Department of Veterans Affairs. He will put you in touch with the proper Provincial authorities. Then, the Provincial Appren-

ticeship Board will test you, in order to discover your Service (or other) experience in the trade, and you will receive apprenticeship credits accordingly. An agreement will then be arranged with an employer to provide you with the balance of the training you need.

FINANCIAL BENEFITS. Particularly in the early stages of your training, D.V.A. may pay you a training grant, in exactly the same way that this is done for those who are "training on the job".

Pre-Matriculation Courses

In many occupations, "matric." is required before an employer will consider your application for a job. Therefore, special speed-up courses are available, so that you may qualify in those subjects you still lack. Procedure for application and rates of benefit are exactly the same as for the normal type of vocational training classes.

Pre-matriculation classes are also available to those who are preparing for approved University study.

Correspondence Courses

This method of instruction is not generally encouraged. However, if your employer approves, and if the course is closely related either to your regular job or to your immediate prospects, you may apply to the District Rehabilitation Board in the regular way. Part-time or evening courses may be applied for similarly.



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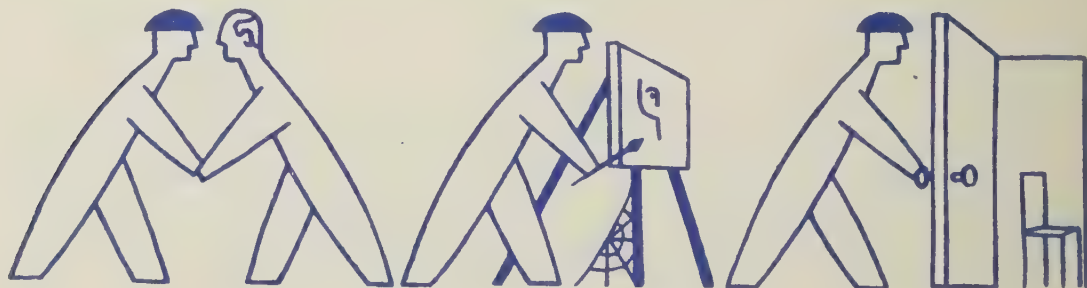
... Or in Combination

Depending on your own particular requirements, it is possible to combine the different types of training in various ways. A short period of full-time instruction in classes may precede either Training on the Job or Apprenticeship Training. For example, a six months' course in a building trade at the Training and Rehabilitation Centre operated in Toronto under the Dominion-Provincial plan, gives you the status of a third-year apprentice.

But it is well to remember that the normal twelve-month limit on training grants applies to the combined period of training, regardless of the way in which it is taken. A second point to note is that the monetary benefits are in every case available only for approved training. That approval must be given before your course begins. SEE D.V.A. FIRST.

Former Employer? Pre - War Occupation? A New Job?

RETURNING TO YOUR FORMER EMPLOYER? Most men and women who left their jobs to join the armed forces have a legal right to return to their former employment if they do so within three months (in some cases, four months) after discharge, under the terms of the Re-instatement in Civil Employment Act. If you can convince your employer that you really need a short training course,



he may agree to wait a few months longer. Some refresher courses can be completed well within the necessary three-month time limit.

RETURNING TO YOUR PRE-WAR OCCUPATION? If you already have an occupation or trade, you are not likely to be much interested in training. You may, however, be eligible for training that will qualify you for a higher grade of skill.

HEADING STRAIGHT FOR A PRE-ARRANGED JOB? Training may not interest you, but it is worth considering.

Training or no training, you will want to know that Canada now has a National Employment Service. Operated under the Unemployment Insurance Commission and the Dominion Department of Labour, its local offices in more than 200 cities and towns provide the machinery for bringing together people looking for jobs and jobs looking for people. In each of the larger Local Employment Offices, a veterans' section has been set up; in smaller centres, the members of the staff have been specially trained to deal with veterans' applications.

About the Disabled

In the majority of cases, a disability will not prevent a man from accepting normal employment. Most jobs in modern industry do not require a man's full capacities, and employers are becoming familiar with that fact. Disabled men may actually develop special abilities they would not otherwise acquire. For the disabled veteran, the important thing is to find and train for a job that puts a premium on those capacities he *does* have. A Casualty Rehabilitation Officer of the Department of Veterans Affairs will help him find one.

While training, a disabled veteran who has been awarded a pension will receive his full pension together with a training grant. The two combined will bring his monthly income anywhere from \$1.50 to \$59 above the standard training grants (See BRACKET 1) depending on the extent of his disability and the number of his dependents. There is no time limit on the duration of a course or courses required to re-establish him in civilian life.

In exceptional cases, the Department of Veterans Affairs may

arrange special instruction for individuals or groups of individuals. For example, at Baker House in Toronto, the war-blinded receive occupational training from the Canadian National Institute for the Blind.

Are my other Benefits Affected?

Most rehabilitation benefits apply to every veteran: free medical and dental treatment for a year after discharge; a Clothing Allowance of \$100; a Rehabilitation Grant of one month's pay and allowances; and (upon application) a War Service Gratuity for service overseas or for volunteer service in Canada.

But the same assistance will not help every group of veterans re-establish themselves on Civvy Street. A veteran farmer will not be interested in a radio repair shop. Certain rehabilitation benefits are therefore intended to meet particular needs, and between these benefits the veteran must make a choice. BRACKET 2 gives you the story on what you give up if you take Vocational Training.

IF YOU TAKE VOCATIONAL TRAINING

Veterans' Land Act. *Your eligibility is not affected.*

Post Discharge Re-Establishment Order, P.C. 5210.

Time spent in vocational training is deducted from the 12-month period during which you are eligible for such other benefits as Awaiting Returns from Enterprise, Temporary Incapacity, and Out-of-Work Grants.

Re-establishment Credit.

This is an alternative to training. If, after you have taken training, the amount of training grants and tuition fees paid by the Department of Veterans Affairs is less than your Credit, you may apply for the balance in the regular way. If you have used your Credit, you are not eligible for training benefits unless you repay the Credit.

And So . . .

No one with the required Service qualifications will be refused training which will equip him for permanent re-establishment.

The Job is the goal; trade or technical training is only an aid—a means to an end. If Vocational Training is what you need, a way can be found—on the job, in classes, apprenticeship, correspondence courses, or part-time instruction—of seeing that you get it.



PUBLISHED BY THE
REHABILITATION INFORMATION COMMITTEE
WARTIME INFORMATION BOARD, OTTAWA

DESIGNED BY
NATIONAL FILM BOARD

Edmond Cloutier, printer to the King's Most Excellent Majesty, Ottawa.